

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> <b>INSTRUCTION</b> 05		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT</b> IN-SERVICE TRAINING	<b>SECTION</b> 09	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> March 28, 2024

**I. PURPOSE**

The purpose of this policy is to define the components of In-Service Training.

**II. SCOPE**

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding Lifeguard personnel.

**III AUTHORITY**

The Fire Chief authorizes this policy.

**IV. POLICY**

**A. Development**

1. The In-Service Training (IST) Coordinator will work with the Training and Education Chief to develop and coordinate a minimum of four IST sessions annually per fiscal year.
2. The Training and Education Chief will post an informational bulletin on the electronic training forum. The bulletin will include:
  - i. A summary of the topic
  - ii. A schedule
  - iii. The training location(s)
  - iv. The required uniform

**B. Schedule**

1. IST session times, durations, and locations vary by drill. Battalion Chiefs (BC) and company officers are required to reference divisional Outlook Calendars and associated bulletins for dates, times, and locations of each session.

**C. Attendance**

1. IST attendance is mandatory for BCs and below.
  - i. BCs may be excused from sessions at the discretion of the Training and Education Officer.
2. The IST Coordinator will create a calendar and assign time slots to the battalions.
  - i. The BC will assign the companies within their battalion to those time slots.
3. BCs are responsible for providing the necessary relief within their battalion to ensure the allotted amount of personnel attend each training session.
4. Immediate supervisors are responsible for the attendance of assigned personnel. Company Officers must notify their supervisors any time a scheduling conflict or an expected absence occurs.
5. Straight-day and light-duty personnel must attend IST. Their assigned supervisors will be responsible for attendance.
6. Relief personnel not assigned to a permanent station should:

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- i. Monitor their own attendance
- ii. Notify their supervisor of attendance no later than two (2) shifts before the last IST session within their division

7. When personnel have been absent throughout the entire instruction period, their respective BC will direct them to the provided material in the online training platform and contact the IST Coordinator for any additional training resources.

8. Attendance for IST is recorded at each IST session and maintained by the IST Coordinator.

**D. Proper Uniform**

1. Unless otherwise specified in the informational bulletin, all uniformed personnel, on or off duty, must attend IST in regulation Class B or approved uniform for a specific assignment. The Class B shirt may be removed only for manipulative drills.

**E. Make-Ups**

1. Personnel will be responsible to reschedule their make-up sessions.

2. Non-completion lists will be sent to Battalion Chiefs to handle make-up training when applicable.

3. Personnel who fail to attend IST must document their reason and immediately submit it to their BC.